

MADISON COUNTY, VIRGINIA

JOB DESCRIPTION

JOB TITLE: EMERGENCY MEDICAL SERVICES – ENHANCED TECHNICIAN (EMT-E)

Position Grade 06

GENERAL STATEMENT OF DUTIES

Under general supervision, responds to emergency calls and provides emergency medical care to sick/injured persons in pre-hospital settings. Employees report to the EMS Lieutenant. The EMS Lieutenant reports to the EMS Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment of the position.

Responds to emergency calls for medical assistance, motor vehicle accidents, fires, hazardous materials incidents, natural disasters, explosions, or other emergency situations.

Drives and operates an ambulance or other emergency vehicle to respond to emergency calls; performs driving functions in a safe and efficient manner under various conditions, including in day/night hours, in congested traffic, in adverse weather conditions, and determines best route to reach location of emergency calls.

Conducts patient assessments; assesses nature and extent of illness/injury and identifies life threatening problems; determines/prioritizes appropriate medical treatment/procedures and need for additional assistance; takes and records patients vital signs; performs physical examinations and obtains patient history.

Administers basic and advanced life support care at emergency scene; performs invasive and non-invasive procedures on patients with life-threatening conditions, per established procedures or as authorized/directed by physicians; responds to cardiac and respiratory emergencies; provides basic and ALS airway management and CPR; provides spinal management and immobilization; provides fluid resuscitation by IV; manages bleeding and post-traumatic shock; observes, records and monitors patients condition and effects of medication.

Communicates with medical personnel at emergency treatment facility to convey patient condition, obtain instructions regarding further treatment, and arrange for reception of victims at treatment facility.

Transports patients to medical facilities; stabilizes patients for hospital transport; performs physical lifting techniques associated with moving patients between incident site, stretcher, or ambulance.

Prepares and maintains records on emergency response actions, patient condition and response, and related information.

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Assist fire department with firefighting ground activities and hazardous materials incidents. Firefighter I is not mandatory but if certified and the employee has the proper PPE then he/she may participate directly with firefighting if requested by Fire Command. This must be approved by the Madison EMS Supervisor On-Duty and deemed that you would not be disrupting the ability of Madison EMS to provide medical care and / or transportation of the sick or injured.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; takes appropriate measures to prevent disease transmission or exposure to bodily fluids.

Operates or utilizes various emergency vehicles and emergency/medical equipment, tools and supplies, which may include an ambulance, extrication tools, airway equipment, blood pressure cuff, catheter, automated external defibrillator, endotracheal tube, glucose monitor, intravenous pumps, laryngoscope, oxygen cylinder, pulse oximetry monitor, splinting devices, stethoscope, suction equipment, stretcher, syringe, diagnostic instruments, medications, or radios communications equipment.

Performs general maintenance tasks necessary to keep vehicles and equipment in operable condition, which may include inspecting/testing equipment, replacing batteries, refueling vehicles, washing/cleaning equipment, or disinfecting surfaces; replenishes medical supplies following each call; monitors equipment operations to maintain efficiency and safety; identifies and reports faulty equipment.

Monitors inventory levels of departmental supplies; checks expiration dates of drugs/supplies. Makes request to EMS Coordinator for new or replacement items.

Prepares or completes various forms, reports, correspondence, logs, patient reports, checklists, or other documents.

Communicates with supervisor, employees, other departments, dispatchers, law enforcement personnel, fire personnel, hospital personnel, medical professionals, patients, family members, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, review status of patients, exchange information, or resolve problems.

Maintains current knowledge of trends, developments, techniques, protocols, equipment, and medications of the EMS field; maintains familiarity with county roads and hospital routes; reads professional literature; maintains professional affiliations, attends training sessions, continuing education classes, workshops and seminars as appropriate.

ADDITIONAL JOB FUNCTIONS

Appears before civic, community, school and other interested groups and gives presentations on public safety, EMS, and related topics.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by completion of Emergency Medical Technician, EMT- Enhanced Technician course. Requires two (2) years of experience providing advance life support services; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities for the job. At the discretion of the EMS Coordinator, Madison County Emergency Medical Services may elect to hire applicants with less than the required two years experience.

SPECIAL REQUIREMENTS

Must possess and maintain Virginia EMT- Enhanced Technician (EMT-E), Virginia Office of EMS approved CPR course, EVOC 3, Vehicle Extrication, ITLS or PHTLS, valid Virginia drivers license, and Hazmat Awareness certifications. Firefighter 1 certification is suggested. Employee must meet minimum and continued requirements set by Local, State, and Federal standards for the Incident Command System (ICS) and National Response Plan (NRP) listed in the National Incident Management system (NIMS). (Ex: IS – 100, 200, 700, 800)

Must pass Drug testing upon employment. Employee will be subjected to random drug testing during employment with Madison County Department of EMS. Must have state background check done and be free of felony conviction as per Virginia Office of EMS regulations. Must pass initial physical exam by a designated physician of the EMS Coordinator's choosing and be reexamined annually to verify fit for duty status and be cleared / signed off medically by that physician.

PERFORMANCE APTITUDES

Physical Requirements:

Must be able to operate a wide range of emergency medical equipment. Must be able to lift up to 100 pounds of force frequently and up to 50 pounds of force constantly to lift patients, emergency equipment and supplies; and to use rescue and fire tools. Physical demand requirements are for heavy work and must be able to climb two flights of stairs with 35 pounds load in not more than 1 second per step.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and directions from supervisors, communicating, and coordinating work effectively with volunteer personnel.

Language Ability:

Requires the ability to read and understand or interpret technical and procedural manuals relating to EMS work; and must be able to read and understand or interpret reference materials, policy manuals and operating procedures. Requires the ability to prepare legible pre hospital care reports, records of responses, and actions taken regarding calls for assistance.

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Intelligence:

Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and to remain calm when speaking with persons in distress.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using varied fire and emergency medical equipment.

Manual Dexterity:

Requires the ability to handle a variety of emergency medical, Fire / EMS tools, supplies, and equipment. Must have considerable levels of eye/hand/foot coordination.

Color Discrimination:

Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under high levels of stress while responding to persons in emergency situations. Must be able to work effectively with volunteer personnel.

Physical Communication:

Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and/or radio.

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Knowledge of Job:

Has considerable knowledge of the procedures, practices and protocols for providing emergency medical services, including basic and advanced life support services. Has considerable knowledge of the equipment and supplies used in providing emergency medical services. Has considerable knowledge of the appropriate treatment/services to provide to persons in emergency situations. Is able to respond to emergency calls; and provide necessary medical care work at the scene of an accident or illness and enroute to the hospital. Is able to assist with fire ground and hazardous materials response activities. Is able to maintain records of actions taken, responses to requests for assistance, and of patient conditions and responses to treatment. Is able to remain calm in emergency situations and to effectively communicate and direct persons at the scene of accidents/emergencies. Is able to understand and follow written and oral instructions. Is able to communicate effectively orally and in writing. Is able to establish effective working relationships as necessitated by work assignments, to include working effectively with volunteer personnel.

Quality of Work:

Maintain high standards of accuracy in exercising duties and responsibilities. Exercise immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintain high quality communication and interactions within department, and with victims/parties, co-workers and the general public.

Dependability:

Assume responsibility for doing assigned work and meeting deadlines. Complete assigned work on or before deadlines in accordance with directives of County policy, standards and prescribed procedures. Accept accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to County Policies and procedures regarding absences and tardiness. Provide adequate notice to management with respect to vacation time, time-off requests and training request.

Initiative and Enthusiasm:

Maintain an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercise analytical judgment in areas of responsibility. Identify problems or situations as they occur and specifics decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implement decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seek expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

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Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Question such instruction and direction when clarification of result or consequence is justified, i.e. poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others:

Share knowledge with supervisors and staff for mutual and departmental benefit. Contribute to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other department and persons in order to maintain good will within the County. Interact effectively with fellow employees, County Administrator, victims/patients, professionals and the general public.

Safety and Housekeeping:

Adhere to all safety and housekeeping standards established by the County and various regulatory agencies. See that the standards are not violated. Maintain a clean and orderly workplace. Workers are required to wear OSHA approved safety clothing.

Approvals

Department Head: _____ Date: _____

County Administrator: _____ Date: _____

The information contained in this job description is not designed to be a complete inventory of the job's duties, responsibilities and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title. The list of essential functions is intended to be representative of the tasks performed by an individual holding this job title, and the omission of any particular essential function shall not preclude the County from assigning duties not listed within this description.